

**YAKAMA NATION HUMAN RESOURCES
JOB ANNOUNCEMENT**



Announcement # 2011-138 **Issue Date:** 07-07-11 **Closing Date:** 07-20-11

Business Manager
Yakama Nation Behavioral Health
Department of Social Services
Hourly Wage: \$16.85/Full-Time/Regular

Is responsible to perform duties and responsibilities to manage business, financial, and administrative needs of the program. Provides assistance to the Clinical Director to gather data and generate required reports. Ensures that staff will be trained in fiscal procedures as appropriate. Oversees an on-going budget modification process.

Knowledge, Skills and Abilities:

- Knowledge of modern office practices, policies, and principles.
- Knowledge of governmental bookkeeping/accounting theories and principles.
- Knowledge of Medicaid Administrative Match (MAM) policies, regulations, and procedures.
- Skill in operating the J.D. Edwards financial system.
- Knowledge of and ability to use the Resource Patient Management System (RPMS) and Washington Medicaid Directory system as needed.
- Knowledge of contract and grant rules and regulations, reporting statements, reporting timelines and compliance requirements.
- Knowledge of and ability to practice principles of supervision and management.
- Ability to understand and execute oral, or written, instructions.
- Ability to apply available administrative manuals, policies, and guidelines to a wide variety of situations.
- Knowledge of Yakama Tribal Culture and traditions.
- Ability to establish and maintain effective working relationships with program staff, division heads, and other providers both Tribal and Non-Tribal.
- Ability to maintain confidentiality.
- Ability to work independently and productively.
- Ability to work collaboratively as part of a team.
- Ability to work under stress.
- Ability to communicate effectively both orally and in written form.

General Recruiting Indicators:

- A.A Degree in accounting or business administration required. A BA Degree in these fields is preferred. OR,
- An equivalent combination of education and experience may be considered.
- Prefer demonstrated responsible administrative work experience in a medical or health care field and experience with MAM.
- Position normally requires physical demands of standing, walking, bending, lifting, or performing other work requiring low physical exertion such as talking and listening on a regular basis in order to perform job requirements. Physical demands are required up to 80% of the time.
- Ability to drive with adequate vision.
- Enrolled Yakama Preference.
- Ability to pass background check.
- No drug or alcohol abuse offenses for past two years.

Special Requirements:

- Washington State driver's license and ability to obtain a tribal driver's permit. Minimum required auto insurance.
- Must pass a pre-employment drug and alcohol test.